

BUSINESS MANAGEMENT
(BUS MGMT)

Business Management is an advanced-level business course that focuses on the opportunities and challenges of ethically managing a business in the free enterprise system. Students will attain an understanding of management theories and processes that contribute to the achievement of organizational goals. The management of human and financial resources is emphasized. Instructional strategies should include job shadowing, simulations, guest speakers, tours, Internet research, and business experiences.

- Recommended Grade Level: 11-12
- Recommended Prerequisites: Computer Applications, Business Foundations, and/or Accounting
- Credits: A one-credit course over one semester
- Counts as a Directed Elective or Elective for the General, Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas
- A Career Academic Sequence, Career-Technical program, or Flex Credit course
- Course content standards/performance expectations and Indiana Academic Standards integrated at: <http://www.doe.in.gov/octe/bme/curriculum/contentstandards.htm>
- Teacher Requirements: <http://doe.in.gov/dps/licensing/assignmentcode>
- Career Clusters: Business Management may benefit students in all Indiana career clusters. It is a recommended component for several career pathways in the following career clusters:
 - Agriculture, Food & Natural Resources
 - Arts, A/V Technology & Communications
 - Business, Management & Administration
 - Finance
 - Government & Public Administration
 - Hospitality & Tourism
 - Human Services
 - Information Technology
 - Law, Public Safety, Corrections & Security
 - Marketing, Sales & Service
 - Science, Technology, Engineering & Mathematics
- Career pathway information: <http://www.doe.in.gov/careerpathways>

Course Content Standards and Performance Expectations**BM 1 Functions of Management**

BM 1.1 Content Standard: Students understands the basic management functions.

Planning**Performance Expectations**

- BM 1.1.1** Apply the decision-making process to a business situation
- BM 1.1.2** Describe the role of strategic planning in a business
- BM 1.1.3** Show factors involved with a strategic plan
- BM 1.1.4** Describe the process involved in developing a budget

Organizing**Performance Expectations**

- BM 1.1.5** Discuss how the organizing function relates to using various resources to accomplish strategic goals
- BM 1.1.6** Illustrate how the organization provides accountability through authority and responsibility

Directing

Performance Expectations

BM 1.1.7 Identify the need for leadership

BM 1.1.8 Explain leadership qualities

BM 1.1.9 Compare and contrast alternative leadership styles and the appropriate style for a given situation

Controlling and Evaluating

Performance Expectations

BM 1.1.10 Define the control function and discuss why it is used in business

BM 1.1.11 Determine the controlling strategy to be used for a given business situation

BM 1.1.12 Recommend alternative actions when goals are not being met in a specific situation

BM 2 Theories of Management

BM 2.1 Content Standard: Students investigate the predominate theories of management.

Performance Expectations

BM 2.1.1 Discuss differences between Theories X, Y, and Z

BM 2.1.2 Define Total Quality Management and its evolution (Deming)

BM 2.1.3 Outline motivational theories which impact management theory

BM 2.1.4 Illustrate why current quality theories are a necessity to compete in the global marketplace

BM 3 Financial Management

BM 3.1 Content Standard: Students investigate predominate theories of management.

Performance Expectations

BM 3.1.1 Analyze the data shown on financial statements and interpret for important management decisions

BM 3.1.2 Calculate financial ratios given a set of financial data

BM 3.1.3 Identify factors in controlling the fiscal side of business

BM 4 Human Resources Management

BM 4.1 Content Standard: Students understand the employee development process.

Performance Expectations

BM 4.1.1 Specify different types of orientation and training needed for successful employee performance

BM 4.1.2 State why professional development is a shared responsibility between the business and the individual

BM 4.1.3 Discuss the benefits of other forms of employee development

BM 4.2 Content Standard: Students understand the purpose and consequences of employee evaluation.

Performance Expectations

- BM 4.2.1** Outline the consequences of positive or negative performance appraisals
- BM 4.2.2** State the procedures used in the evaluation process
- BM 4.2.3** Describe the legal implications of using performance appraisals to terminate or demote employees

BM 4.3 Content Standard: Students understand employee recruiting and selection.

Performance Expectations

- BM 4.3.1** Identify recruitment sources
- BM 4.3.2** Describe the importance of legislation affecting the selection process
- BM 4.3.3** Identify common selection tools
- BM 4.3.4** Discuss job descriptions and how they relate to the recruitment process

BM 4.4 Content Standard: Students understand labor contract implementation.

Performance Expectations

- BM 4.4.1** Categorize the common elements of a labor contract
- BM 4.4.2** Identify procedures involved in the grievance process
- BM 4.4.3** Discuss the role of human resource personnel in the collective bargaining process

BM 4.5 Content Standard: Students understand compensation and benefits packages.

Performance Expectations

- BM 4.5.1** Describe policies and procedures used to determine compensation
- BM 4.5.2** Examine criteria for promoting employees
- BM 4.5.3** Compare/contrast the relative merits of internal promotion vs. hiring from outside
- BM 4.5.4** Identify the decisions faced by employees in selecting and paying for their benefits

BM 4.6 Content Standard: Students understand policies and procedures involved in separation, termination, and transition.

Performance Expectations

- BM 4.6.1** Discuss how internal and external factors cause downsizing
- BM 4.6.2** Specify the consequences of downsizing on the individual, the company, the economy and society

BM 4.7 Content Standard: Students understand internal communication with employees.

Performance Expectations

- BM 4.7.1** Describe the formal, informal, verbal and non-verbal methods of communication
- BM 4.7.2** Differentiate among the various electronic and non-electronic communication methods
- BM 4.7.3** Explain the importance of timely communication of information pertinent to employees

BM 5 Organizational Structure

BM 5.1 Content Standard: Students understand organizational structures.

Performance Expectations

- BM 5.1.1** Discuss a variety of organizational models
- BM 5.1.2** Relate components of an organizational chart

- BM 5.1.3** Examine the evolution of organizational structure as a company changes due to internal and external forces

BM 6 General Management Skills

- BM 6.1 Content Standard:** Students understand fundamental management skills.

Performance Expectations

- BM 6.1.1** Discuss the importance of time management, both professionally and personally including the consequences of poor time management skills
- BM 6.1.2** Identify available resources useful for making professional contacts
- BM 6.1.3** Understand the importance of communication
- BM 6.1.4** Understand the importance of customer service

BM 7 Ethics

- BM 7.1 Content Standard:** Students comprehend ethics relative to the business world.

Performance Expectations

- BM 7.1.1** Describe types of ethical models
- BM 7.1.2** Illustrate results of unethical behavior
- BM 7.1.3** Outline a business code of ethics

BM 8 Government Regulations

- BM 8.1 Content Standard:** Students understand the effects of government regulations on business.

Performance Expectations

- BM 8.1.1** Outline specific ways in which a company can help its community
- BM 8.1.2** Describe how various laws impact the operation of business

BM 9 Operations Management

- BM 9.1 Content Standard:** Students understand management's role in product design, production scheduling, materials acquisition, and inventory.

Performance Expectations

- BM 9.1.1** Analyze the factors of operations management
- BM 9.1.2** Discuss the problems associated with a surplus or shortage of inventory
- BM 9.1.3** Apply methods used to count and inspect incoming inventory
- BM 9.1.4** Outline the basic types of inventory carried by a manufacturing firm
- BM 9.1.5** Analyze appropriate situations in which a just in time inventory system can be used
- BM 9.1.6** Identify factors considered when selecting suppliers
- BM 9.1.7** Compare/contrast the production of parts internally vs. procurement from external sources